

Open Call for Proposals | SUST_EUFW

POTRAVINARSKA KOMORA SLOVENSKA – PKS (FOOD CHAMBER OF SLOVAKIA)

CONSEJO REGULADOR DE LA DENOMINACIÓN DE ORIGEN JUMILLA

ASOCIACION DE PRODUCTORES DE VINO CON DENOMINACION DE ORIGEN ALMANSA

FUNDACIÓN CONSEJO REGULADOR DENOMINACIÓN DE ORIGEN AZAFRÁN DE LA MANCHA

INTERPROFESIONAL DEL CONSEJO REGULADOR DE LA DO LA MANCHA

OPEN CALL FOR PROPOSALS

for the action

SUST_EUFW (SUSTAINABLE EU)



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▪ **Introduction**

The **POTRAVINARSKA KOMORA SLOVENSKA- FOOD CHAMBER OF SLOVAKIA** (the Coordinator), **CONSEJO REGULADOR DE LA DENOMINACIÓN DE ORIGEN JUMILLA, ASOCIACION DE PRODUCTORES DE VINO CON DENOMINACION DE ORIGEN ALMANSA, FUNDACIÓN CONSEJO REGULADOR DENOMINACIÓN DE ORIGEN AZAFRÁN DE LA MANCHA and INTERPROFESIONAL DEL CONSEJO REGULADOR DE LA DO LA MANCHA** (Partners) are the Contracting Authorities for the Open Call for Proposals concerning the selection of implementing body(ies) with award criterion the most economically advantageous tender based on the best price-quality ratio for the implementation of the Grant Agreement (hereinafter the "Action") **101095386- SUST_EUFW** submitted under **AGRIP-MULTI- 2022** Call for proposals for multi programmes 2022 – Promotion of agricultural products), approved according to Ref. Ares(2022)6460294 - 19/09/2022 letter from the EUROPEAN RESEARCH EXECUTIVE AGENCY and signed on 20.01.2022, with **total budget EUR 1.404.388,96 and duration 36 months starting from 01.04.2023.**

The SUST_EUFW project's partnership unifies five representative organizations from two Members States, targeting five European country markets; Slovakia, Czech Republic, Poland, Germany and France. The strategic mission of the partnership is to support the promotion of EU Products of the represented EU regions (Spain and Slovakia). Selected activities are balancing between B2C and B2B techniques.

The procurement will be conducted based on the conditions mentioned in the present and have been approved by the competent bodies of the Contracting Authorities. All contents of the present, terms and requirements are mandatory for participants. Tenders which, in the judgment of the Contracting Committee, hereinafter referred to as "the Committee", are considered as vague or ineligible for evaluation or contain terms contrary to the present and/ or heresies, or contain incomplete or inaccurate information, are classified as inadmissible and rejected. The Committee will be responsible for conducting and evaluating submitted tenders. The participating economic operators waive any right to claim any compensation from the Contracting Authorities in case of postponement, cancellation of the procedure or rejection of their submitted tender for any reason or in case the implementation of the service contract does not proceed.

The deadline for submitting a tender is on **11th April 2023 until 12:00 CET** and place of submission is the premises of the Coordinator, Einsteinova 3817/19, 851 01 Bratislava, Slovakia or electronically via email to pk@pk.sk.

For more information, please refer to the following contact points:

Mrs. Emilia Farkasova (pk@pk.sk tel: +421 902899149).

Estimated value of the service contract is EUR **1 010.444,19** (without VAT) and is divided in five (5) LOTS including 5 WPs.

The SUST_EUFW is financed by 20% with own contribution of Contracting Authorities and 80% with financial aid of the European Union.

- **Legislation**

The Open Call is conducted in order to reassure the most efficient implementation of action in the best quality-price ration. Selection and award processes are based on the principles of transparency, impartiality and protection of public and union funds. The procurement is based on two conditions: the best possible value for money rations and avoid of conflicts of interest. The competitive process is conducted in accordance with national and Community legislation and in particular:

Regulation (EU) No 1144/2014 of the European Parliament and of the Council of 22 October 2014 on information provision and promotion measures concerning agricultural products implemented in the internal market and in third countries and repealing Council Regulation (EC) No 3/2008.

Commission Delegated Regulation (EU) 2015/1829 of 23 April 2015 supplementing Regulation (EU) No 1144/2014 of the European Parliament and of the Council on information provision and promotion measures concerning agricultural products implemented in the internal market and in third countries

Commission Implementing Regulation (EU) 2015/1831 of 7 October 2015 laying down rules for application of Regulation (EU) No 1144/2014 of the European and of the Council on information provision and promotion measures concerning agricultural products implemented in the internal market and in the EU countries

Note "GUIDANCE ON COMPETITIVE PROCEDURE" of the EUROPEAN COMMISSION (DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT | Directorate B. Multilateral relations, quality policy | B.5. Promotion) DDG1.B5/Mj/db D(2016)3210777 agricultural products implemented in the internal market and in the EU countries

Joint Ministerial Decision 419/18559/2017 laying down details on the implementation of Reg (EU) 1144/2014 of the European Parliament and of the Council and of Commission Implementing Regulation (EU) 2015/1831 of 7 October 2015 on information provision and promotion measures concerning agricultural products implemented in the internal market and in the EU countries

Executive Decision No 0208929 of 06/05/2021, on "Procedure for the selection of implementing bodies for simple programs" of the Ministry of Agricultural, Food and Forestry Policy.

The Grant Agreement "101095386- SUST_EUFW", from 20.01.2023 between **POTRAVINARSKA KOMORA SLOVENSKA – PKS (FOOD CHAMBER OF SLOVAKIA), CONSEJO REGULADOR DE LA DENOMINACIÓN DE ORIGEN JUMILLA, ASOCIACION DE PRODUCTORES DE VINO CON DENOMINACION DE ORIGEN ALMANSA, FUNDACIÓN CONSEJO REGULADOR DENOMINACIÓN DE ORIGEN AZAFRÁN DE LA MANCHA and INTERPROFESIONAL DEL CONSEJO REGULADOR DE LA DO LA MANCHA** as beneficiaries and the EUROPEAN RESEARCH EXECUTIVE AGENCY (REA), under the powers delegated by the European Commission.

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- **Publicity**

A contract notice was published in Spain and Slovakia on **Monday, 6th March 2023** and it is also published on the contracting organization's website. Additionally, it was sent for publication on the Supplement to the Official Journal of the EU on **Monday, 6th March 2023**.

- **Contract scope**

Service contract(s) will be awarded for the implementation of a comprehensive framework of information and promotion actions divided into 5 Work Packages and 5 LOTS as detailed are described in Annex B of the present. The actual Implementation scope might be changed/ limited based on the amendment to the contract or based on the decision beneficiaries in accordance to the Grant Agreement.

Total estimated value of the contract is EUR **1 010.444,19** (without VAT)

Economic operators should include in their economic tender all action's related costs and should concern all lots. No variants or options will be accepted.

- **Communication**

Communication should be in English by email to the above-mentioned contact points.

Requests for clarification regarding the procedure or the scope of the contract may be addressed to either contact points no later than five (5) days before the deadline of submission of tenders.

A reply to the clarifications regarding the procedure or the scope of the contract will be disclosed to economic operators within five (5) days, the latest three (3) days before the deadline of submission of tenders.

Tenders will be submitted in English. Administrative and supporting documents should be submitted in original language.

Any kind of communication with Contracting Authorities during the procedure will be in English.

- **Procedure**

General terms: Deadline and place of submission of tender is Monday, **11th April 2023 until 12:00 CET** and place of submission is the premises of the Coordinator, Einsteinova 3817/19, 851 01 Bratislava, Slovakia. Tenders must be submitted, by post or courier at the closing time for the submission of tenders or electronically via email to pk@pk.sk

Opening of tenders submitted will take place on **Wednesday, 12th April 2023 at 13:00 CET** at the premises of the Coordinator, by the Committee, in a closed meeting. The Contracting Authorities are not responsible for any delivery that has been made by post or courier that might arrive at the place of submission after the deadline of submission. ***In such case tender will not be accepted, are not unsealed and are kept for one week period on which economic operators reserve the right to retrieve them.***

Tenders should be valid and bind the participating operators for two (2) months, starting from the day following the deadline for submitting a tender and receives a unique submission reference number upon submission.

It is pointed out that a Tender is not accepted and is excluded from the evaluation in case that according to the decision of the Committee:

- Do not comply with the specific and general terms, of the present
- It is vague and cannot be evaluated or is conditional or contains incomplete or inaccurate data
- The Economic Tender does not clearly indicate the price offered or it is higher than the estimated value of the contract or it includes an excessive discount which according to the Committee does not guarantee the best quality – price ratio.

All terms and conditions of the present are mandatory for participants. Tenders that are vague and inadmissible, contain terms that are contrary to or conditional on, or contain incomplete or inaccurate information, are classified as unacceptable and rejected. The participants waive any right to claim any liability of any kind or to claim any compensation from the Contractor in case of postponement or cancellation or cancellation of the tender or rejection of their submitted bid for any reason or non-definitive start of implementation of the action for any reason.

Participation terms: Participation presupposes and is a presumption that the economic operator is informed of the present, as well as all the relevant conditions for the implementation of the action and the regulative and legislative framework. Participation is open to all economic operators as following:

- i) Natural or legal persons or partnership / consortium of those engaged in services related to promotion, advertising and marketing services and / or consulting services and operating lawfully in Slovakia or in another EU or European Economic Area (EEA) Member State that have signed the Public Procurement Agreement of the World Trade Organization. A partnership / consortium is not obliged to form a specific legal entity at the stage of submitting the tender, however in case the contract is awarded to a partnership / consortium, Contracting Authorities reserve the right request from the partnership / consortium to have a certain legal form. In such case, partnership / consortium is obliged to form such a legal entity according to the national legislation applied.

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- ii) They must meet the conditions set in Regulation (EU) 1144/2014 and Regulations (EU) 2015/1829 and 2015/1831 and the relevant national legislation in Slovakia.
- iii) They are not in situation of conflict of interests, which may adversely affect the execution of the contract, in accordance with the provisions of article 110 par. 1c of Reg. 966/2012
- iv) They have economic activity at least two (2) years before the publication of the Call for proposals.
- v) A natural or legal person or a subcontractor is registered for VAT.

Rely on third parties: Economic operators may, in respect of the criteria of economic and financial standing and technical and professional capacity, rely on the competences of other bodies, irrespective of the legal nature of the bond with them. In this case, they shall demonstrate that they will have the necessary resources at their disposal by producing the relevant commitment of the bodies on which they rely.

Specifically, regarding the related professional experience, economic operators, may only rely on the capabilities of other entities if they perform the tasks or services for which those capabilities are required. Where economic operators rely on the competences of other bodies in relation to the criteria relating to the economic and financial competence required by the declaration, those economic operators and those on which they rely shall be jointly and severally liable for the performance of the contract. Under the same conditions, economic operators' partnership/consortium may rely on the competences of the participants in the partnership/consortium or other entities.

Content of Tenders: A Tender should be written in English, submitted in one (1) original hard copy (if it is sent via post or courier) or one (1) electronic copy (if it is submitted via email). Each tender should include two (2) dossiers as following:

- 1. Supporting Documents Dossier**
- 2. Quality of Action and Economic Tender Dossier**

Supporting Documents Dossier:

Economic operators and members of partnership / consortium have to demonstrate their eligibility, their technical and professional suitability and their financial / economic standing providing the following documents:

No	Document	Reference
1.	<p>Declaration of Honour for the economic operator and the members (in the case of a partnership / consortium) regarding the following reasons:</p> <p>Whether there is an irrevocable conviction for one of the following reasons according to the European and national legislation in force:</p> <ul style="list-style-type: none">(a) fraud(b) Corruption,(c) participation in a criminal organization(d) money laundering or terrorist financing(e) terrorist offenses or offenses related to terrorist activities(f) child labour and other forms of trafficking in human beings <p>The economic operator shall also be excluded where the person against whom the judgment has been rendered irrevocable is a member of its administrative, management or supervisory body or has the power to represent, make or control it (managers, members of the Board of Directors and legal representatives).</p> <p>If in the above cases (a) to (f) the exclusion period as set out above, has not been determined by an irrevocable decision, it shall be five (5) years from the date of conviction by an irrevocable decision.</p>	ANNEX B
2.	<p>Declaration of Honour that until the deadline of submission of tenders the economic operator and the members (in the case of a partnership / consortium) does not fall in any of the following situations:</p> <ul style="list-style-type: none">a) has failed to pay his taxes or social security contributions and this has been established by a judicial or administrative decision with final and binding effect, in accordance with the provisions of the country of establishment or national law and / orb) It is bankrupt or has been subject to a resolution or special clearance procedure or is forced into liquidation or by a court or has been subject to bankruptcy or has suspended its business or is in any similar situation resulting from a similar process provided for by national law. The contracting authority may not exclude an economic operator who is in one of the situations referred to in this case, provided that it proves that that entity is able to execute the contract, taking into account the applicable provisions and measures to continue its business,	ANNEX B

- c) has concluded agreements with other economic operators with a view to distorting competition; if a situation of distortion of competition from the economic operator's prior involvement in the preparation of the procurement procedure, cannot be remedied by other, less intrusive means;
 - d) if a conflict of interest cannot be effectively treated by other, less intrusive means;
 - e) has been found guilty of one of the following situations:
 - i) has demonstrated a serious or recurrent defect in the execution of an essential claim under a prior agreement resulting in its early termination, indemnities or other similar sanctions
 - ii) has been fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
 - iii) if has been found guilty of serious misrepresentation in providing the information needed to ascertain the absence of exclusion grounds or to fulfil the selection criteria, he has concealed this information or is unable to provide the necessary supporting documents;
 - iv) has attempted to unduly influence the decision-making process of the contracting authority, to obtain confidential information which may give it an unfair advantage in the award procedure or to negligently provide misleading information which may substantially affect the contracting authority for its exclusion, selection or assignment,
- 3** In case of a partnership / consortium an agreement signed by all members defining the scope, of the Lead Partner, the representative of the partnership/consortium and the tasks undertaken by each member.
- 4** A certificate of the relevant professional or commercial register of the State of establishment. Economic operator and members of partnership / consortium shall provide a certificate / attestation of the corresponding professional or commercial register certifying both their registration and their qualification their profession. In the event that a country does not maintain such a register, the document or certificate may be replaced by an affidavit or statement issued by notary that such a register is not kept and declaring their activities.
- 5** Financial statements (balance sheets, profit and loss statements) for the last two (2) years.

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- 6** Statement on the average turnover generated from similar to the present contracts for the last two (2) years. In case of partnership / consortium a cumulative statement by the Lead partner including data from all members of the consortium.

- 7** Business profile of economic operator and members of partnership / consortium with special reference to the following subjects:
 - Overall business activity
 - Technical infrastructure and human resources
 - Technical equipment and the measures taken by the economic operator to ensure the quality of planning and implementing similar activities
 - description of the professional knowledge and experience in the provision of similar services in the markets of interest

- 8** Curriculum vitae with reference to the academic background and professional qualifications of the proposed Project Team members. If proposed executive(s) do not belong to the economic operator, a corresponding statement of the economic operator regarding the employment status, with a clear reference to the duration and the object of employment should be provided.

- 9** Project References of similar to the present contracts undertaken or completed during the last five (5) years.

The above documents will be assessed according to the selection process described in continuation. Documents issued by organization of public authorities or documents in original language of the economic operator will be briefly translated in English.

Quality of Action and Economic Tender Dossier

Selection and Award criteria : Economic operators and their tenders will be assessed for their compliance with the selection criteria and the award criteria.

Selection criteria	Weighting	Assessment criterion
Previous experience in carrying out similar activities (in particular in the presence of public co-financing) and related results achieved	30	Rating from 1 to 30. Relevance of project previous experience in products / markets / activities of the present contract
Knowledge of the reference markets	20	Rating from 1 to 20. Relevance of academic and professional qualifications with the proposed role in the project Background in similar projects
Quality of the technical offer for carrying out the planned promotional activities	40	Rating from 1 to 40 Exact analysis of the technical steps and the quality of design if the planned activities
Economic Offer	10	Rating from 1 to 10 Exact listing of the Economic Offer, starting with 10 at lowest price and accordingly lowering score analogically based on the number of offers.

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The final ranking of each tender is the sum of the scores of the four sub-categories.

The most economically advantageous tender is the one that will achieve the highest score. Upon completion of the evaluation stages, the Commission will prepare a tender results report which will be forwarded to the Contracting Authorities and notified to the participants.

Evaluation procedure: Opening of tenders will take place at the premises of the Coordinator. The Committee will be responsible for the entire evaluation procedure and the communication with participating economic operators. A protocol of tenders submitted according to the date / hour of submission is prepared. The Committee then proceeds to the opening of each tender's Dossier in descending order as following:

Stage A: Opening of Supporting Documents Dossiers

Each page of the Dossier is signed by the Committee and a check that all documents are included, properly filled.

The tenders of participating economic tenders that have been disqualified will be noticed at this stage.

Stage B: Opening of "Quality of action– Economic Tender" Dossiers

Each page of the Dossier is signed by the Committee and a check on the content, their completeness and compliance with the terms and conditions of the present is made. The Committee completes the table of ranking according to the award criteria based on the quality components of the Plan provided.

The Committee in its final protocol presents the Final Ranking Table in descending order and the tender with the highest rank will be nominated as Temporal Contractor.

Clarification on tenders submitted: The Committee in any stage of the evaluation process has the right, if it deems it necessary, to request from economic operator(s) the provision of written clarifications.

Appeals: Appeals or objection is allowed against the contract notice, the present Specifications, the participation of an economic operator and on each stage of the evaluation process, until and against the award decision. The appeals – objections are submitted in writing to the Committee as follows:

- a) Against the contract notice and the present Specifications: Within half of the period from the publication of contract notice until the deadline for the submission of tenders. The dates of publication and submission of tenders are also taken into account for the determination of this deadline. The appeal - objection is examined by the Committee, which presents its opinion to the competent body of the Contracting Authority who issues the relevant decision no later than five (5) working days before the deadline for submitting tenders.
- b) Against the participation of an economic operator on each stage of the evaluation process, until the award decision, within a period of three (3) working days, from the date that the interested economic operator became aware of the relevant act of the Contracting Authority or the Committee. This appeal- objection must be notified, to the economic operator against whom it is directed and to the Committee. The appeal - objection is examined by the Committee, which presents its opinion to the competent body of the Contracting Authority who issues the relevant decision no later than five (5) working days from the

expiration of the deadline for submitting appeals.

- c) Against the award decision, regarding the legality and completeness of the award documents, within a period of three (3) working days, after the interested party became aware of the above award decision and the above supporting documents. This appeal - objection must be notified, within two (2) days from its submission to the temporal contractor against whom it is directed and to the Committee. The appeal - objection is examined by the Committee, which presents its opinion to the competent body of the Contracting Authority who issues the relevant decision no later than ten (10) working days from the end of the above three-day deadline. Objections submitted for any other reason than the above are not accepted and are rejected. In case of rejection of any appeal - objection, the interested parties reserve the right to appeal to the civil courts of the seat of Contracting Authority.

Temporal Contract Award Notice: The Contracting Authorities will inform the candidates in writing of the decisions taken regarding the award of the contract, including the reasons why it decided to reject a tender or tenders, the non-award of the contract or any new decision related to the process. The Contracting Authority may decide not to disclose certain information mentioned above, if disclosure of such information could impede the application of the law, be contrary to the public interest or harm the legitimate commercial interests of public or private entities or the conditions of fair competition between them.

The temporal contractor nominated will have to submit within five (5) days the requested documents from the date of receiving the notification by the Contracting Authority. After the control of documents submitted, the Coordinator forwards its final decision to both Contracting Authorities for the final contract award notice and the signing of service contracts.

▪ **CONTRACTUAL TERMS**

Service contract – Performance Guarantees: Six (6) copies of service contracts will be signed, one for each beneficiary and the contractor.

If the Contractor does not arrive after contacting authorities request for the signing of the contracts or does not provide the necessary performance guarantees, it is declared revoked by a decision the Contracting Authorities and the Tender Guarantee is forfeited in favor of the Committee. In case the Contractor is declared for dismissal for the above reasons, the Contracting Authority may decide either to cancel the procedure or proceed with the economic operator who had obtained the second highest ranking.

Monitoring of the contract: The monitoring of the contract is obligation of the Contracting Authorities and the competent assigned personnel. They will inform Contracting Authorities for all subjects related to the proper performance of the contract and the fulfilment of the contractual obligations of the Contractor(s), for the taking of imposed measures for non-compliance with the above conditions, and in particular for matters relating to the modification of contract scope, according to the provisions of the Grant Agreement.

Contractual legislation: For the performance of contracts, the legislation foreseen above and specifically the provisions of the Grant Agreement will be applied.

Subcontracting: The Contractor shall not be relieved of its contractual obligations and responsibilities due to the subcontracting of actions/activities of the contract(s) and is the main responsible for the good

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performance of the contract(s).

The Contractor shall indicate to the Contracting Authorities the name, contact details and legal representatives of its subcontractors who will be involved in the performance of the contract, if known at the time. In addition, it is obliged to notify the contracting authority of any change in this information during the contract, as well as the information required of any new subcontractor which the Contractor subsequently uses in that contract, providing the relevant contracts or cooperation agreements. In case of termination of the Contractor's cooperation with the subcontractor / subcontractors of the contract, he shall immediately notify the Contracting Authority of such termination, and shall ensure the proper execution of the contract either by himself or by a new subcontractor, which shall notify the contracting authority during the above procedure. (In the event that the Contractor has relied on the subcontractor's abilities in terms of financial, technical and professional capacity, in accordance with the requirements of the present, the conditions and procedure for replacing him are hereby specified).

Amendment of the contract: The contracts may be amended according to the provisions of the Grant Agreement.

Termination of the contract: The contracts may be terminated according to the provisions of the Grant Agreement.

• **ANNEX A – Description of Goals and Activities of the Program**

[Annex 1 - Description Of Action \(part B\).pdf](#)

▪ **ANNEX B – Declaration of Honour**

The undersigned: _____

Representing

Role <Tenderer><leader><member><third party>

Legal name

Legal address

VAT registration

Registration No

I. SITUATIONS OF EXCLUSION CONCERNING THE PERSON		
(1) declares whether the above-mentioned person is in one of the following situations or not:	Yes	No
it has been established by a final judgment that the person is guilty of any of the following:		
<i>a) fraud,</i> <i>b) corruption,;</i> <i>c) participation in a criminal organization,</i> <i>d) money laundering or terrorist financing,;</i> <i>e) terrorist-related offences or offences linked to terrorist activities,;</i> <i>f) child labor or other forms of trafficking in human beings;</i>		

II. SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION MAKING OR CONTROL OVER THE LEGAL ENTITY		
(2) declares that a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regards to the above-mentioned legal person (this covers the company directors, members of the management or supervisory bodies and cases where one natural person holds a majority of shares) is in one of the following situations :		
	YES	NO
<i>Situations above</i>		

III. SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION MAKING OR CONTROL OVER THE LEGAL ENTITY

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(3) declares whether a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations or not:		
	YES	NO
<i>Situation above</i>		

IV. SITUATIONS OF EXCLUSION CONCERNING THE PERSON		
(1) declares whether the above-mentioned person is in one of the following situations or not:	Yes	No
a) has failed to pay his taxes or social security contributions and this has been established by a judicial or administrative decision with final and binding effect, in accordance with the provisions of the country of establishment or national law and / or		
b) it is bankrupt or has been subject to a resolution or special clearance procedure or is forced into liquidation or by a court or has been subject to bankruptcy or has suspended its business or is in any similar situation resulting from a similar process provided for by national law. The contracting authority may not exclude an economic operator who is in one of the situations referred to in this case, provided that it proves that that entity is able to execute the contract, taking into account the applicable provisions and measures to continue its business		
c) has concluded agreements with other economic operators with a view to distorting competition; if a situation of distortion of competition from the economic operator's prior involvement in the preparation of the procurement procedure, cannot be remedied by other, less intrusive means;		
d) in a conflict of interest which may adversely affect the performance of the contract,		
e) it has been found guilty for:		
i) <i>has</i> demonstrated a serious or recurrent defect in the execution of an essential claim under a prior agreement resulting in its early termination, indemnities or other similar sanctions ii) has been fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract; iii) if has been found guilty of serious misrepresentation in providing the information needed to ascertain the absence of exclusion grounds or to fulfil the selection criteria, he has concealed this information or is unable to provide the necessary supporting documents; iv) has attempted to unduly influence the decision-making process of the contracting authority, to obtain confidential information which may give it an unfair advantage in the award procedure or to negligently provide misleading information which may substantially affect the contracting authority for its exclusion, selection or assignment,		

V. SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION MAKING OR CONTROL OVER THE LEGAL ENTITY		
(2) declares that a natural person who is a member of the administrative, management or		

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supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regards to the above-mentioned legal person (this covers the company directors, members of the management or supervisory bodies and cases where one natural person holds a majority of shares) is in one of the following situations :

	YES	NO
<i>Situation a) and b) above</i>		
<i>Situations c) to e) above</i>		

III. SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION MAKING OR CONTROL OVER THE LEGAL ENTITY

(3) declares whether a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations or not:

	YES	NO
<i>Situation a) and b) above</i>		
<i>Situations c) to e) above</i>		

REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organizational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which appropriately illustrates the remedial measures taken should be provided in annex to this declaration.

EVIDENCE UPON REQUEST

Upon request and within a time limit requested by the contracting authority the person must provide information on the persons that are members of the administrative, management or supervisory body. It must also provide the following evidence concerning the person itself:

For situations described above a production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

The signatory fully understands that failure to supply the requested information shall lead to exclusion from award of the given contract.

The documents must have been issued six (6) months before the day of their request by the contracting authority and must still be valid at that date.

Date

Representative

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Signature/ stamp

▪ **ANNEX C – Economic Tender**

To: POTRAVINARSKA KOMORA SLOVENSKA (FOOD CHAMBER OF SLOVAKIA)

Subject: *Economic Tender for the Call for Proposals No: ... – SUST_EUFW (SUSTAINABLE EU)*

We the undersigned undertake to commence, execute and complete the scope of the contract, in accordance with the Specifications and our Tender, for the total price of EUR
[] without VAT as following:

Subcontracting costs: EUR [in written][.....] without VAT

Fees: EUR [in written][...] without VAT

Total price: EUR [in written], [...] without VAT

Should our economic tender be accepted, we undertake to deposit a Performance Guarantee for the amount specified in the Specifications, and to commence the execution of the Contract within the time limits provided for in the conditions and to complete them within the time limits stated in the Specifications, our Tender, the Grant Agreement and the Service Contract.

Name / Title / Signature / Stamp

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▪ **ANNEX D – PROJECT REFERENCES**

Please complete a table using the format below to summarize the major projects related to this contract carried out in the course of the past 5 years¹ by the legal entity or entities submitting the tender.

Ref no (minimum 3 / maximum 10 in total)	Title							
Name of legal entity	Target Markets	Overall contract value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
...
Brief description of contract / project						Type of services provided (indicate)		
						Public Relations		
						Website, social media		
						Advertising		
						Communication tools		
						Events		

¹ In the case of framework contracts (without contractual value), only specific contracts corresponding to assignments implemented under such framework contracts shall be considered.

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▪ ANNEX E – CONTRACT AWARD DOCUMENTS

Documents that are issued in a language other than Slovak, they will be accompanied by an official translation in English.

No	Document
1.	Extract from the “judicial record” or, failing that, of an equivalent document issued by a competent judicial or administrative authority of the country where the Contractor is established, showing that is not in any of the exclusion situations I), 1), a) to f) of the Declaration of Honour and stipulated in the Specifications
2.	An original Certificate issued by a competent administrative or judicial authority in accordance with the legal provisions of the country where the Contractor is established, showing that is not in any of the exclusion situations IV), 1), a) and b) of the Declaration of Honour and stipulated in the Specifications

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▪ ANNEX F – DECLARATION OF ABSENCE OF CONFLICT OF INTEREST¹

Documents that are issued in a language other than Slovak, they will be accompanied by an official translation in English.

<Letterhead of the Tenderer>

I, the undersigned, **being the authorised signatory** for the above-mentioned company/consortium for the tender **Number, concerning the selection of Implementing body(ies)**, hereby solemnly declare that we are not and shall not be in any situation which could give rise to a conflict of interest in what concerns the performance and/or implementation of the contract. In the event of the contract being awarded to us, we undertake to act with complete impartiality and in good faith in what concerns its performance and outcome and to immediately declare to the project Coordinator in writing any situation that might raise concerns with respect to conflict of interest, impartiality or otherwise affect our position/ability to duly and appropriately perform the contract.

I hereby also undertake to ensure that, in the case of successful award, all staff (including those of any sub-contractors) involved in the performance of services under the contract shall duly sign a declaration of absence of conflict of interest and confidentiality as per the template to the Framework Contract.

Date and signature

¹A conflict of interests exists where the impartial and objective exercise of the functions of a person is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient. Where such a risk exists, the person in question shall refrain from such action and shall declare the matter immediately. Where a conflict of interests is found to exist, the person in question shall cease all activities in the matter.